

# Office Work Instruction (OWI)

HOWI7410-S016A

05/10/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
Administration and Resources Management Division (Code SP)

## Subject: Budget Implementation – Operating Plan

### DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.
Revision	A	05/10/1999	This revision incorporates modifications responsive to NCRs #279, #293, #296, #302, #311, #312, #315, #316, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.

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**1. PURPOSE** The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Operating Plan for implementing the Office of Space (OSS) Science budget.

### 2. SCOPE AND APPLICABILITY

2.1 The annual OSS Operating Plan encompasses the total amount of New Obligational Authority appropriated by Congress. The OSS Operating Plan is established at the beginning of each fiscal year and is updated as required by major budget changes.

2.2 The scope of this OWI is confined to the description of the OSS Operating Plan development activities.

### 3. DEFINITIONS

3.1 A&RM. The Administration and Resources Management Division of the Office of Space Science.

3.2 Code B. The NASA Headquarters Office of the Chief Financial Officer (CFO).

3.3 Code L. The NASA Headquarters Office of Legislative Affairs.

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#### **4. REFERENCES**

- |      |                          |   |
|------|--------------------------|---|
| 4.1  | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems --<br>Model for Quality Assurance in Design,<br>Development, Production, Installation, and<br>Servicing |
| 4.2  | HCP1280-2                | Corrective and Preventive Action  |
| 4.3  | HCP1280-3                | Internal Quality Audits   |
| 4.4  | HCP1400-1                | Document and Data Control   |
| 4.5  | HCP3410-4                | Employee Training   |
| 4.6  | HQPC1150.1               | NASA Headquarters Quality Council Policy<br>Charter   |
| 4.7  | HQSM1200-1               | NASA Headquarters Quality System Manual   |
| 4.8  | NHB 1101.3               | NASA Organization Handbook  |
| 4.9  | NPD 1000.1               | NASA Strategic Plan   |
| 4.10 | NPD 8730.3               | NASA Quality Management System Policy (ISO<br>9000)   |
| 4.11 | NPG 1000.2               | NASA Strategic Management Handbook  |
| 4.12 | NPG 1441.1               | NASA Records Retention Schedules (NRRS)   |
| 4.13 |                          | NASA Budget Administration Manual   |

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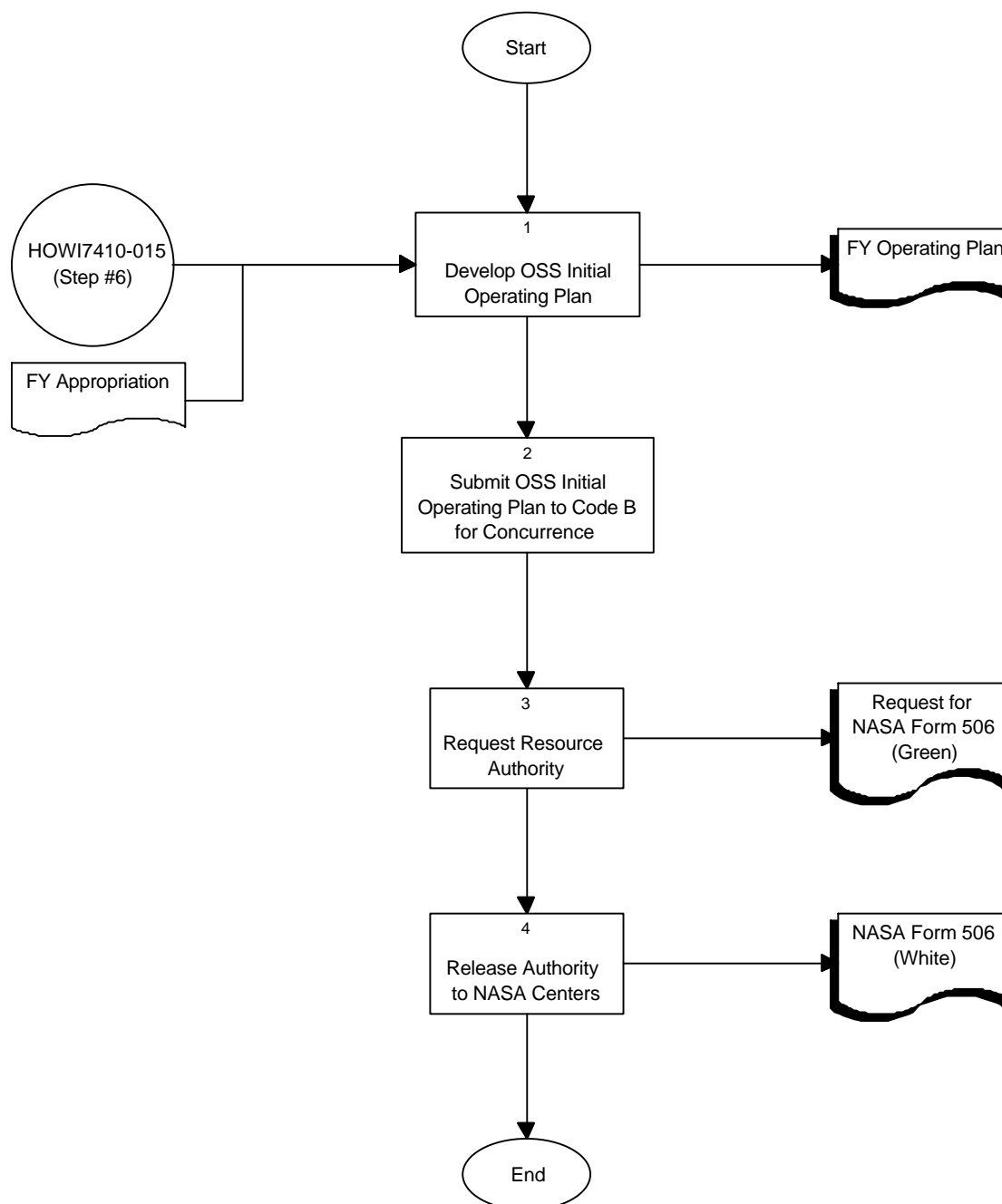
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### 5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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#### 6. PROCEDURE

*[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]*

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	A&RM	Develop the OSS Initial Operating Plan. A&RM prepares OSS input for incorporation into the NASA Plan. Input includes data that establish the funding controls and specific amounts for each program/project and explain any difference between the President's budget and the Operating Plan. <i>[The output from Step #6 of HOWI7410-015 serves as an input to this activity.]</i>
2	A&RM	Submit the OSS Initial Operating Plan to Code B for concurrence. Code B incorporates the input into the NASA Plan and coordinates resolution of issues with OSS and Code L.
3	A&RM	Prepare a request asking Code B to release resource authority to the OSS Associate Administrator (see Sec. 7 of NASA Form 506 Green).
4	A&RM	Following the receipt of release authority from Code B, A&RM releases authority to the NASA Centers (see Sec. 7 of NASA Form 506 White).

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### 7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
FY Operating Plan	A&RM Integration Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
Request for NASA Form 506 (Green)	A&RM Integration Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
NASA Form 506 (White)	A&RM Integration Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]